

United States Department of Agriculture



Natural Resources Conservation Service  
675 U.S. Courthouse  
801 Broadway  
Nashville, Tennessee 37203

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March 9, 2007

GENERAL MANUAL (GM)  
PER - 360

SUBJECT: PER-ANNUAL LEAVE

Purpose: To inform employees that current procedures on Annual Leave have been updated in the General Manual (GM-360, Amend. 102, May 2003).

Effective Date: Immediately.

Filing Instructions: **Remove Amendment TN37 dated April 1997, page TN415-7(1) & TN415-7(2), and insert Amendment TN45 dated March 2007.**

KEVIN BROWN  
State Conservationist

Enclosure

DIST: GM

*Helping People Help the Land*

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**Subpart A – Annual Leave**

**TN415.2(D)(4)**

**TN415.2(D)(4) Advanced Annual Leave.**

- (4) Advanced Annual Leave requires prior approval of the State Conservationist. Requests are submitted on Form OPM 71 through normal administrative channels; supervisors at each level should attach their written recommendation.**